



www.redmond.gov/LandUseForms

Development Services

Single Family Home

New Construction

Building Permit User Guide



City of Redmond
WASHINGTON



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Process and Guide Overview: GOALS

#1 Create a predictable experience

#2 Reduce planning review wait time from an average of 6-8 weeks to 15 mins

#3 Provide clear expectations of how to meet design compliance and evaluation methodology

#4 Engage in a proactive and collaborative manner which supports a constructive and expeditious experience

Standardizing the layout of the Site Plan and the approach to how data is displayed supports the City's ability of providing a high quality and swift review that is consistent in application of applicable codes and evaluation of the submittal while also, ensuring that the goals of and visions of the community we serve are met.

Intake Requirements Overview and Signature Page

The intake instructions will firmly be applied to ensure that consistency of how the review will be completed and evaluated;

The following must be submitted to have an intake deemed complete by the Planning Reviewer(s):

- ☐ Complete Site Plan with tables as shown on the Site Plan Sample on page 4.
 - ☐ Tables 1-10 must be included on the site plan and in the order prescribed on the Sample Site Plan on page 4. If a table is not applicable for the zone, the table shall be included on the site plan with a note that it is “not applicable” and the reason.
- ☐ The Site Plan must include:
 - ☐ Tree symbols by species for all trees 6” greater diameter-at-breast-height (DBH)
 - ☐ Tree identification numbers
 - ☐ Tree Trunk Diameter
 - ☐ Tree driplines
 - ☐ Tree 5' setback from dripline
 - ☐ Trees removed shall be shown with an outline symbol and an X through them
 - ☐ Tree Protection fencing detail and description
 - ☐ All decks, porches (covered and uncovered) and patios shall include dimensions, area and label. For example, deck 300 SQFT 10'x30', covered porch 200 SQFT 20' x 10'
 - ☐ Driveway and walkways with dimensions and area
 - ☐ Footprints of all structures (Existing and Proposed. Please be sure to label accordingly)
 - ☐ Roof outline of all structures.
 - ☐ All required zoning code setbacks labeled front, side, rear, garage etc., and the distance from the property line shown and labeled.
 - ☐ Show measurement of garage placement (the minimum 5’ depth/distance from living space to face of garage). Please see example of allowed garage orientations.
 - ☐ Average finish grade box (smallest rectangle that can fit entire structure) and the point from where each elevation was taken, labeled A-D. Please see RZC **definitions** for **Height of Structure** and **Structure**.
 - ☐ Open Space with dimensions; identify with shading.
 - ☐ All easements, their identified purpose along with their dimensions.
 - ☐ North arrow
 - ☐ Scale (1:10)
 - ☐ Street names

- ☐ New retaining walls labeled, elevation including top and bottom of wall
- ☐ The “Map Checklist” shall be included on the site plan from the Tables section.
- ☐ Design Standards Compliance Table with the options chosen as shown in the Primary and Secondary Features sections of this packet. *Infill Building permit applications are exempt from this requirement.*
 - ☐ Each option chosen shall be shown and displayed in a manner that makes evident how the variation requirements have been met as described in the Primary and Secondary Features sections of this packet and RZC 21.08.180.
 - ☐ Examples of how information, details and figures should be displayed for design standards variation have been shown in the sample site plan.
- ☐ Complete Landscape Plan per the Landscape Sample Plan on page 5 required for *Education hill, North Redmond and Rose Hill Neighborhoods*. This plan shall include the following:
 - ☐ Signature or stamp by a licensed landscape architect
 - ☐ Plant species by unique symbol
 - ☐ Planting schedule with species, common name, size, spacing and quantity
 - ☐ Irrigation if required per plat approval
 - ☐ Trees preserved and replaced shall be shown on the plan. Labels distinguishing “retained” trees and “replaced” trees shall be included.
- ☐ Arborist Report required for all **in-fill** lots **not** part of an approved preliminary plat. Report must be completed in the following standard order:
 - ☐ Section I: Site location and discussion
 - ☐ Section II: Methodology and detailed description on how health is determined and categorized.
 - ☐ Section III: Significant Tree count, health assessment and analysis. Photographs should be provided for all Landmark trees that will be rated in poor health.
 - ☐ Section IV: Tree Health Table in the following columns: Tree #, Species, DBH”, Health Category (poor, good, excellent), Notes, Remove (Y/N)
 - ☐ Section V: Recommendation: Which trees will be removed, why?
 - ☐ Section VI: Tree Retention Table
 - ☐ Section VII: Tree Protection Measures for retained trees
- ☐ Applicant to provide a copy of Plat approval conditions pages for all new single family homes that are part of a plat which has not been completely built out also known as an “active plat”.
- ☐ Applicant to provide a copy of approved final Tree Preservation Plan for all new single family homes that are part of a plat which has not been completely built out also known as an “active plat”.

- ☐ Applicant to provide a copy of the recorded final plat for all new single family homes and additions for construction that is not part of a new development or new entitlement which has not already been built out. *This would most often apply to “in-fill” development and homes which are being demolished and replaced.*
- ☐ Legend of Symbols
- ☐ A copy of this section (Pg. 2, 3 and 4) and signature page signed by the applicant

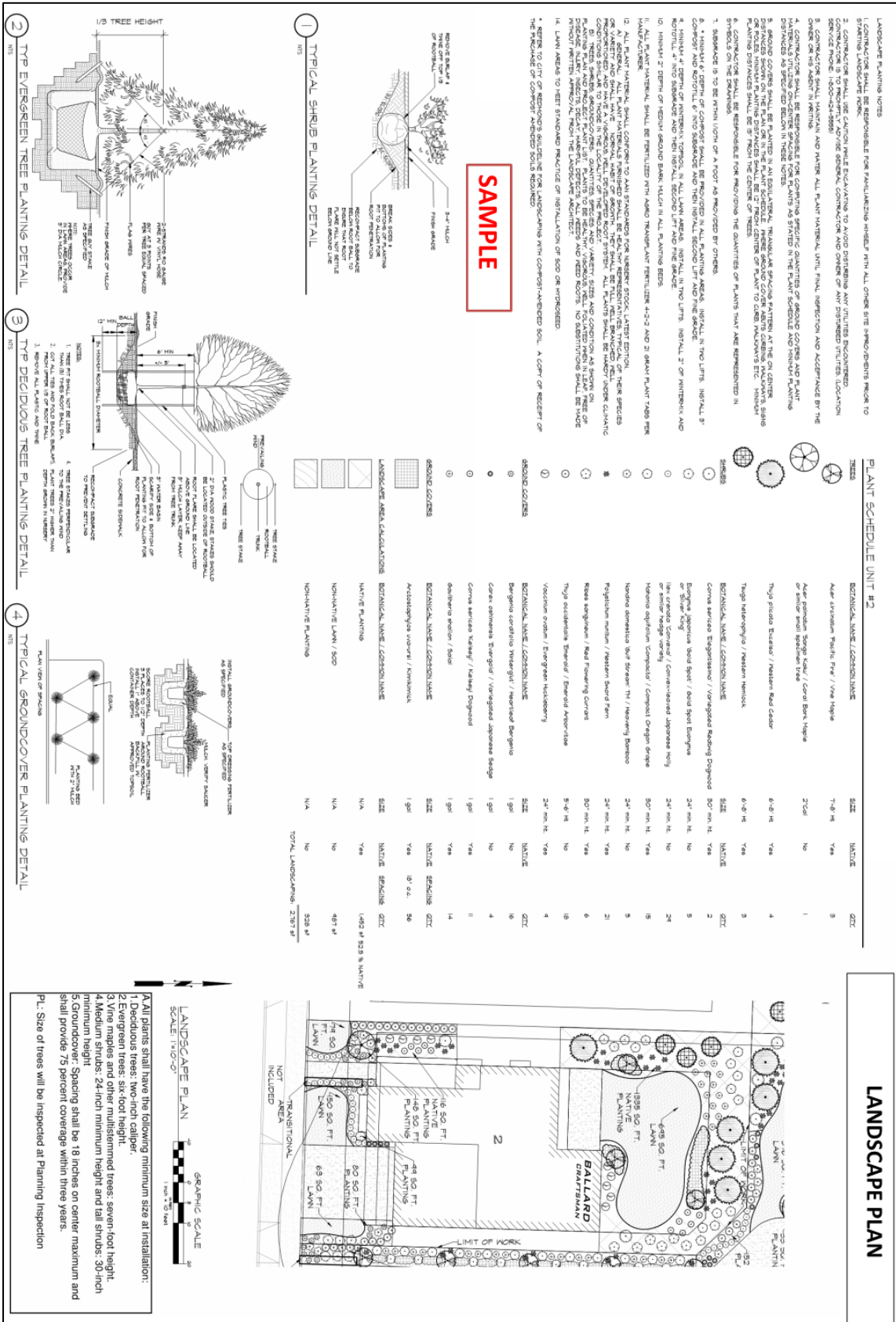
I have read the above and understand that any items not included and not provided as prescribed above or that do not meet compliance of the Redmond Zoning Code will deem the submittal incomplete and will not be accepted for intake.

X _____ **Date** _____

Print Name _____

If submittal is part of a Preliminary Plat please fill-out the following tables.	
Affordable Housing	
Which units will be affordable?	
# of permits allowed prior to issuance of affordable housing unit permits?	
Impact Fees Credits:	
<u>If this is the first permit being applied for a new plat, this impact sheet must be e-mailed to the PlannerOnCall@redmond.gov no less than TWO business days prior to permit application submittal.</u>	
How many structures are currently on-site that will be removed?	
Are they Single Family homes?	
In on-site structures are not SFRs please provide description of structures, Square footage and current use or previous most recent use of structures.	
Which lots do you want credits applied to?	

Landscape Plan Sample



Tables

Table #1 Property Information

Property Information		
Parcel Number		
Zone per RZC _____		
Neighborhood		
Subdivision		
Lot #		
Lot Square Footage		
Address		
Property Owner Name		
Owner's Address		
Owner's Phone		
Owner's E-mail		
Applicant's Name		
Applicant's Address		
Applicant's Phone		
Applicant's E-mail		
Is Project Part of a PRD	YES/ NO	If yes applicant to provide a copy of approved PRD standards with each applicant

Table #2 Setbacks

Setbacks		
Note N/A if an item doesn't apply	Required for Zone	Proposed
Front		
Side/Interior (each side in feet)		
Side Street		
Rear		
Garage/ Carport		
Building Separation		
Alley		
Shoreline Buffer by Designation		
Stream Buffer		
Steep Slope Buffer		
Wetland Buffer		

Table #3 Lot Coverage

Lot Coverage		
	Maximum Allowed	Proposed
House		
Garage/ Carport		
Decks 30" or greater in height		
Covered Porches/ Patios		
Accessory Structures		
Other (explain):		
Total amount of lot coverage:		
Total lot square footage:		
Percentage of lot coverage:		

Table #4 Impervious Coverage

Table 4: Impervious Coverage		
	Maximum Allowed	Proposed
Lot Coverage square footage		
Driveways and walkways		
Other (explain):		
Total amount impervious surface:		
Total lot square footage:		
Percentage of Impervious coverage:		

Table #5 Building Height

Building Height		
Elevation A		
Elevation B		
Elevation C		
Elevation D		
(A+B+C+D)/4 =Average of grade(AOG)		
Show Calc:		
Top of Roof Elevation (TRE)		
	Allowed	Proposed
Height (TRE-AOG=)		

Table #6 Open Space

Open Space		
Minimum Open Space as Required By Plat Approval or Zoning District	Proposed Open Space	Proposed Dimensions

Table #7 Trees

Trees			
(Applications for subdivisions approved within the last 7 years to provided Tree Preservation Sheet from approved Coordinated Civil Review)			
Tree #	Tree Species	Size (DBH)	Retained YES/ NO

Table #8 Transition Area

Transition Area			
Feature(s) walkway & plantings, porch, etc..	Square footage	If walkway chosen	
		plantings on both sides?	2' wide?

Table#9 Architectural Design Standards

Architectural Design Standards				
Show elevation variation for each and note sheet number for verification				
	A	B	C	D
	Left Side Lot ____ Permit# ____	Proposed Unit Lot ____	Right Side Lot ____ Permit# ____	Across Street Lot ____ Permit # ____
3 Primary Features Chosen				
3 Secondary Features Chosen				

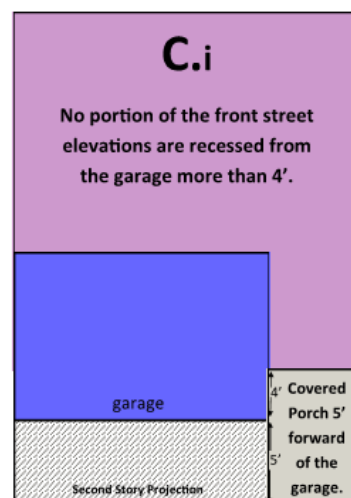
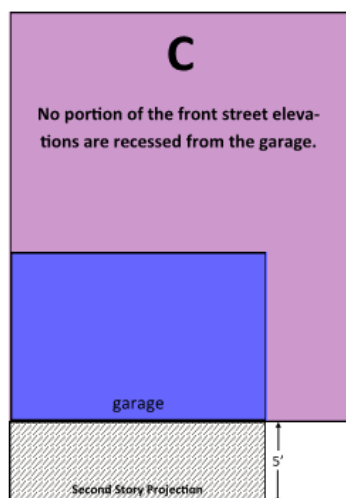
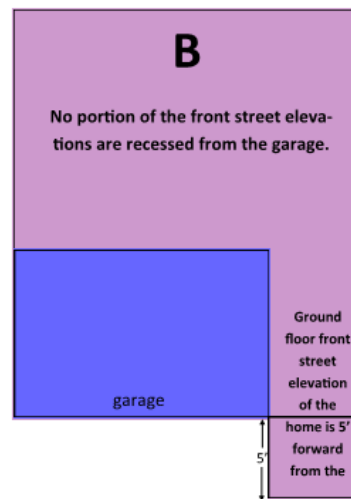
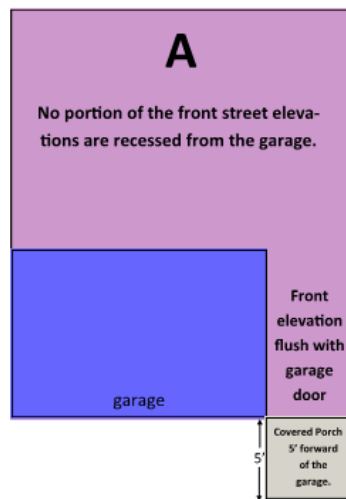
Table# 10 Map Checklist

X	Map Checklist (STAFF USE ONLY, checklist table must be on Site Plan)
	Tree symbols by species for all trees 6" greater diameter-at-breast-height (DBH)
	Tree identification numbers
	Tree Trunk Diameter
	Tree driplines
	Tree 5' setback from dripline
	Trees removed shall be shown with an outline symbol and an X through them
	All decks, porches (covered and uncovered) and patios shall include dimensions, area and label. For example, deck 300 SQFT 10'x30', covered porch
	Driveway and walkways with dimensions and area
	Footprints of all structures (Existing and Proposed. Please be sure to label accordingly)
	Roof outline of all structures.
	All required zoning code setbacks labeled front, side, rear etc., and the distance from the property line shown and labeled.
	Average finish grade box (smallest rectangle that can fit entire structure) and the point from where each elevation was taken, labeled A-D. Please see RZC definitions for Height of Structure and Structure.
	Open Space with dimensions; identify with shading.
	All easements, their identified purpose along with their dimensions.
	North arrow
	Scale
	Street names
	New retaining walls labeled, elevation including top and bottom of wall

Building Orientation

The five-foot garage setback from the front elevation of the home may be measured for compliance in the following ways:

- A. The front elevation of the first floor living space is an equal or lesser distance to the front property line from the garage door and has a covered front exterior entry way that is a minimum of five feet proud of the garage door or;
- B. The front elevation of the first floor living space is five feet or greater distance forward (closer to front property-line) from the front elevation of the garage door or;
- C. The front elevation of the second story of a proposed home is projected over the front elevation of the garage door by no less than five feet and is at minimum the width of the entire garage frontage and the front elevation of the first floor living space is equal or lesser distance to the front property line from the garage door.
 - i. *For the purpose of this section, the front street elevation may be measured from the forward most column of a covered porch when the surface wall of the ground floor living space is recessed no more than 4'.*



Transition Area

The following are examples of acceptable transition areas per the zoning code:

- A. A porch or patio design
- B. A landscaped walkway
- C. A front yard garden
- D. A front yard patio

A: A porch or patio design which is a combination of dimensions equaling no less than 80 square feet and a minimum of five feet in depth, excluding the passive area required for foot traffic to access the entry and in combination with landscaping and/ or walkway. *Passive area will be considered by staff as the 2' width x distance to door. Examples of passive areas placement that would [preclude a porch from being counted are included below.*

Visual Examples of "A" that meet the intent of the requirement



Visual Examples of “A” that DO NOT meet the intent of the requirement and would not be accepted.
(No usable living space due to size or passive area location.)



B: A walkway from entry of the home to adjacent Pedestrian Street access of no less than 3’ in width and framed with a minimum of 2’ of landscaping on either side.

Visual Examples of “B” that meet the intent of the requirement



C: A front yard garden that is a combination of dimensions equaling no less than 80 square feet and a minimum of five feet in depth with separate entry such as a low fencing or arbor.

Visual Examples of "C" that meet the intent of the requirement



D: When the front ground floor elevation of the home does not have a street facing entry, a patio or outdoor living space area may be installed that is a combination of dimensions equaling no less than 80 square feet and a minimum of five feet in depth and framed with landscaping on at least 2 sides.

Visual Examples of "D" that meet the intent of the requirement



Primary Features

Variation in Structure Height by a minimum of 10%

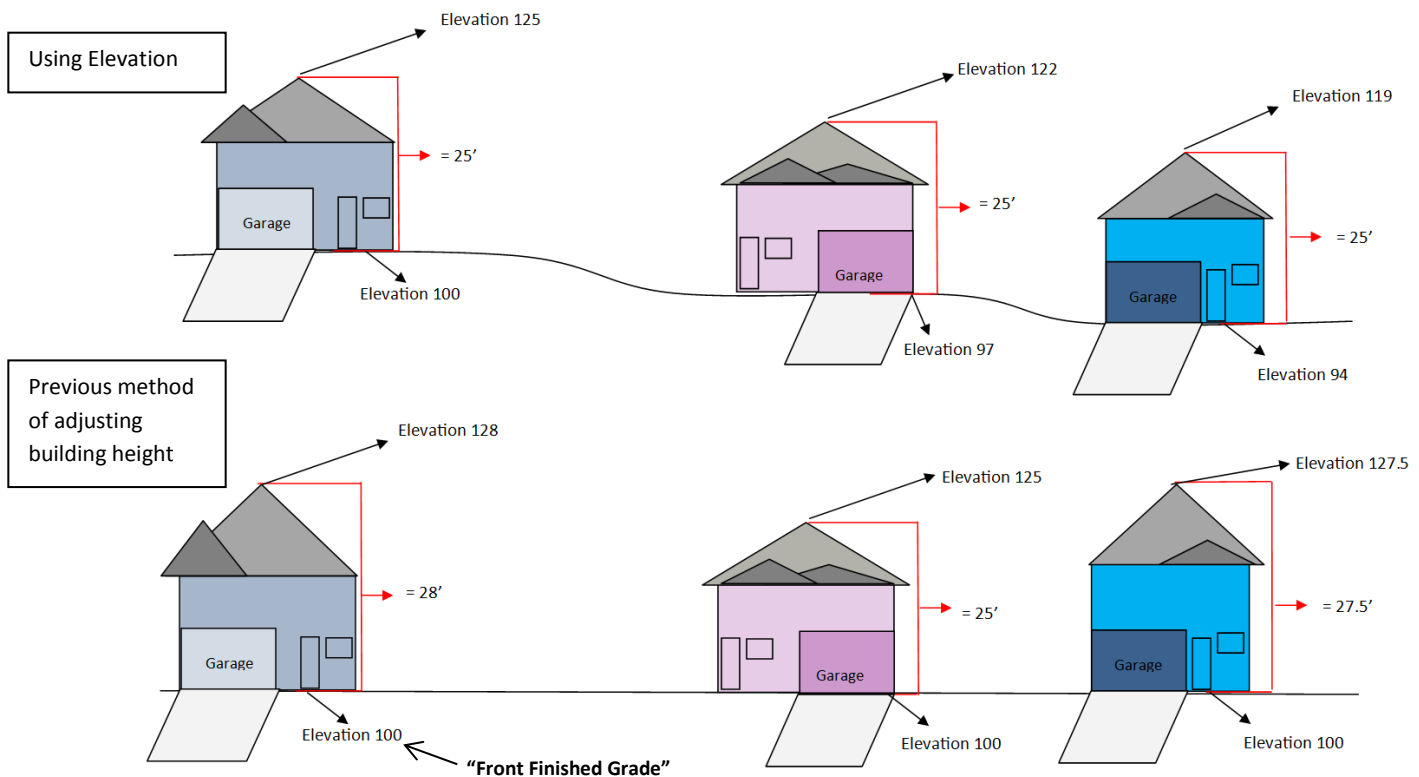
If this option is chosen, the applicant shall include labeled illustrated details similar to those shown below for the proposed home and those adjacent/ across the street. Each should also include the percent difference from the home being proposed as part of the permit.

How to Measure:

Building height shall be measured from the main ground floor living space elevation that is street facing or a street facing garage elevation, whichever is lower to the height roof elevation point visible from the street. *This interpretation does not replace the measurement standards for the zone specific building height maximums.*

For Example: Take two adjacent homes. One home is 3' taller in elevation and a 2-3' height difference is required to meet the minimum variation requirement. The result is that the two rooflines may sit at the exact same elevation and therefore provide no visual break or variation from the street frontage.

Measuring from the lowest street facing elevation of a home's living space (or street facing garage) will ensure that whether a site is level or has shifts in topography; the homes have a visual variation from the street frontage and therefore meet the intent of the code. *The following show acceptable examples:*



The box below is an example of how the data should be shown for each unit in the design table if this option is chosen.

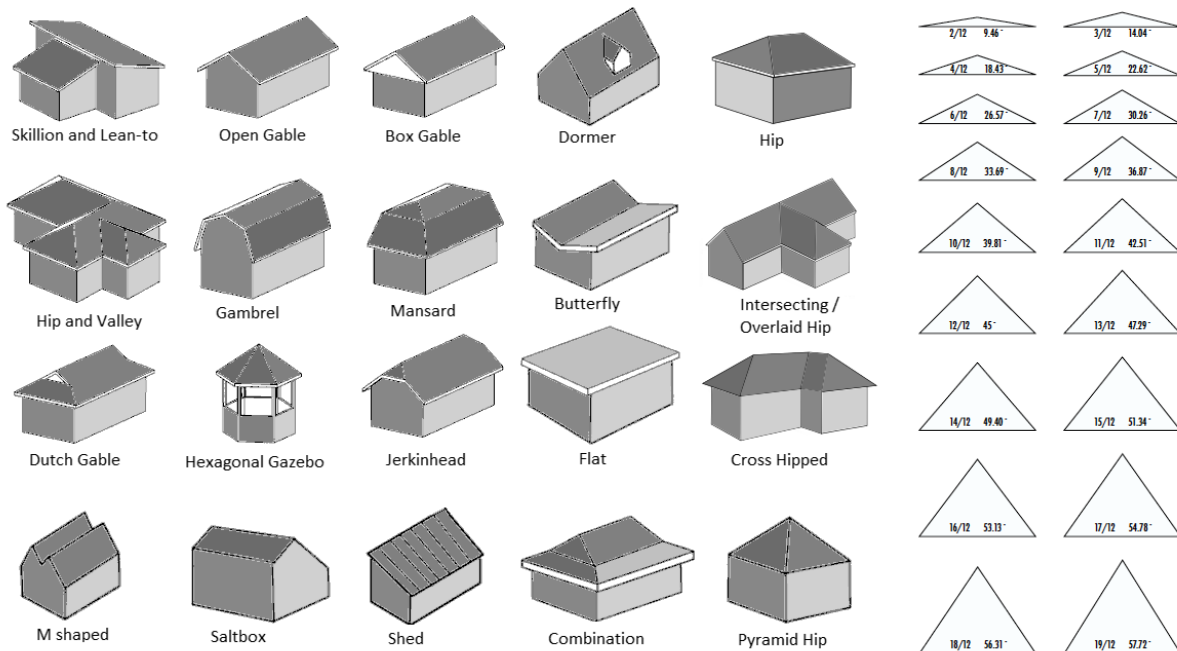
Variation In Building Height		
X	Top of Roof Elevation (TOR)	
Y	Front Finished Grade Elevation	
Total	X-Y=	
	% difference of TOR to Unit "B"	

Varying Roof Pitch, Shape, and Orientation Between Adjacent Structures

If this option is chosen, the applicant shall include an illustrated detail similar to those shown on the sample site plan for the proposed home and those adjacent/ across the street. The details shall be labeled, noting the differences in pitch shape and ratios.

Roof Pitch Examples

Roof Shapes and Orientation Examples



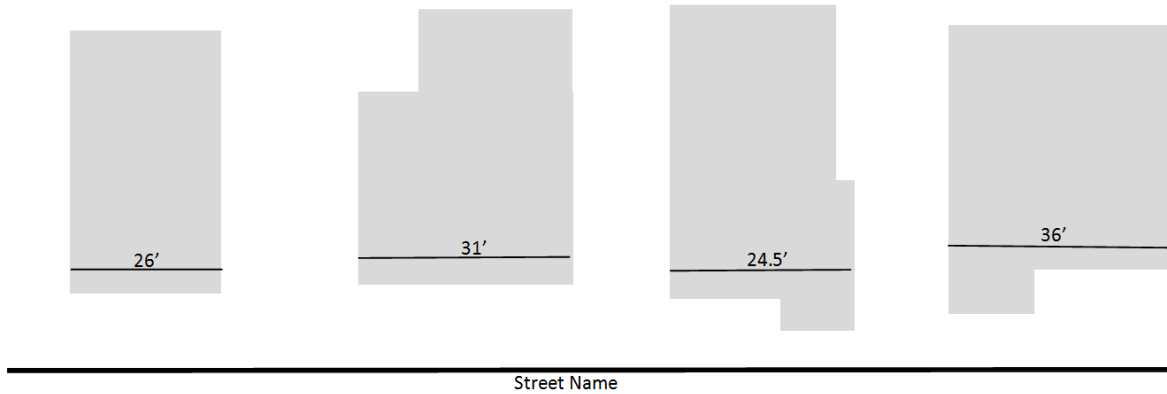
Intersecting/ Overlaid Hip vs. Box Gable / M shaped



Variation in Structure Width by 5' or More

If this option is chosen, the applicant shall include an illustrated detail of structure footprint for the proposed lot and each lot adjacent/across required to be compared. The detail shall illustrate and label the dimensions.

Example:

**Variation in Dwelling Size by 10% or more**

If this option is chosen, the applicant shall include a data table within the Design Standards Compliance section of the site plan.

The following areas shall be used to calculate the total dwelling space for a proposed unit:

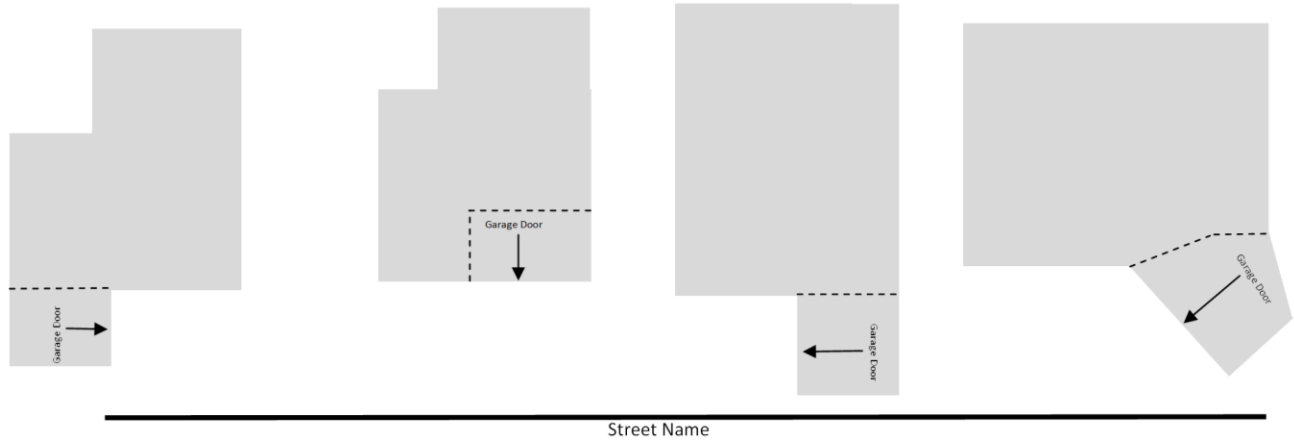
- Interior living space
- Garage
- Covered Deck
- Covered Porch
- ***Do not include uncovered decks, patios or porches.***

A		B		C		D	
Dwelling Area	Square footage	Dwelling Area	Square footage	Dwelling Area	Square footage	Dwelling Area	Square footage
Interior living space		Interior living space		Interior living space		Interior living space	
Garage		Garage		Garage		Garage	
Covered Porch		Covered Porch		Covered Porch		Covered Porch	
Covered Deck		Covered Deck		Covered Deck		Covered Deck	
Covered Patio		Covered Patio		Covered Patio		Covered Patio	
Total		Total		Total		Total	
Total of proposed for B	this # should be the same for each			Total of proposed for B		Total of proposed for B	
% difference				% difference		% difference	

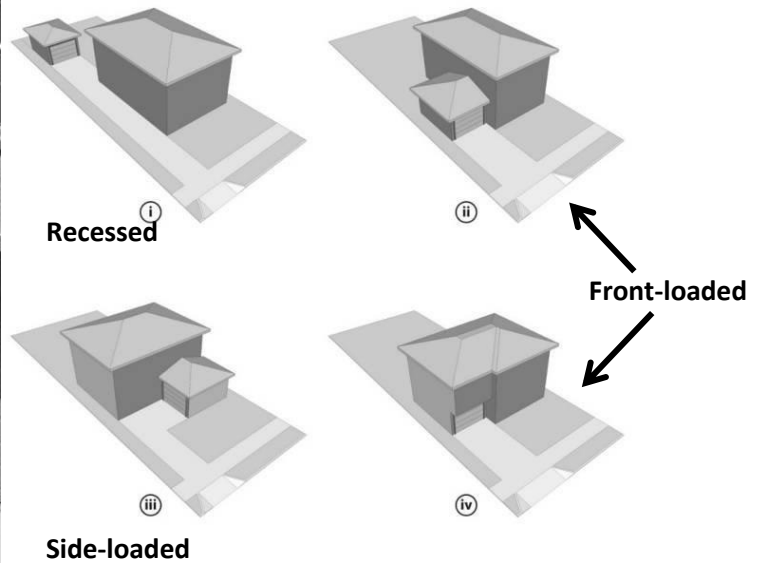
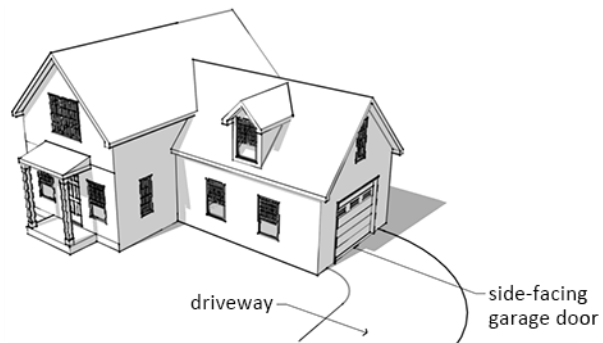
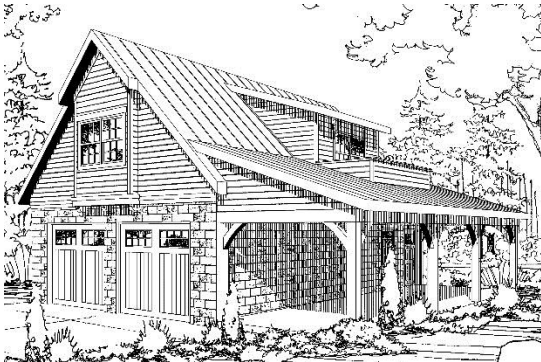
Variation in Garage Orientation

If this option is chosen, the applicant shall include structure footprints for each home being compared with the garage location labeled and garage door placement labeled within the Design Standards Compliance section of the site plan.

Example of how this option shall be shown on site plan:



Examples of Garage Orientation:

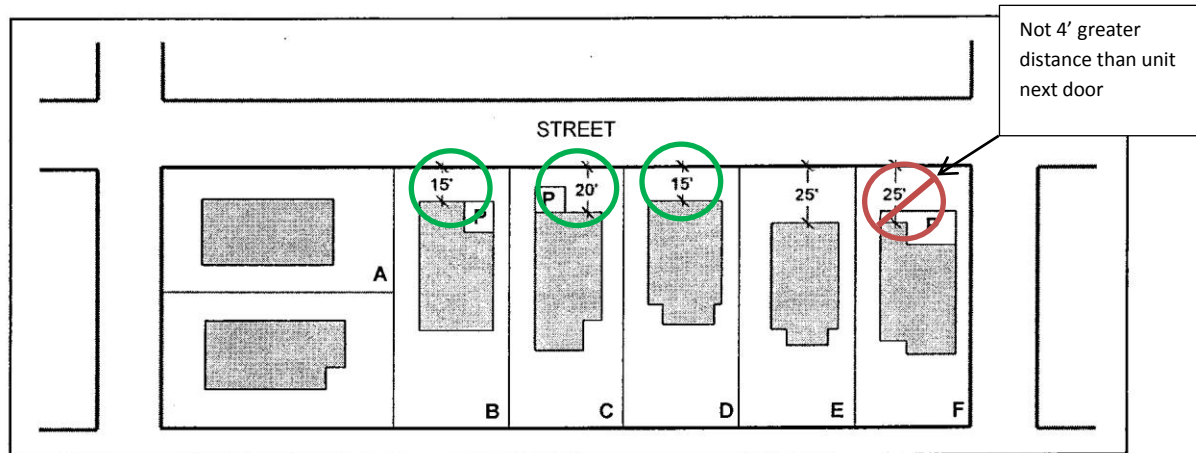


Secondary Features

Variation in Setbacks from Street of 4' or more

If this option is chosen, the applicant shall include structure footprints for each home being compared with the dimension/ distance of the front setback labeled and shown within the Design Standards Compliance section of the site plan.

An Example of how the applicant might use this option has been included in the Sample Site Plan.



Entry Enhancement and Differentiation

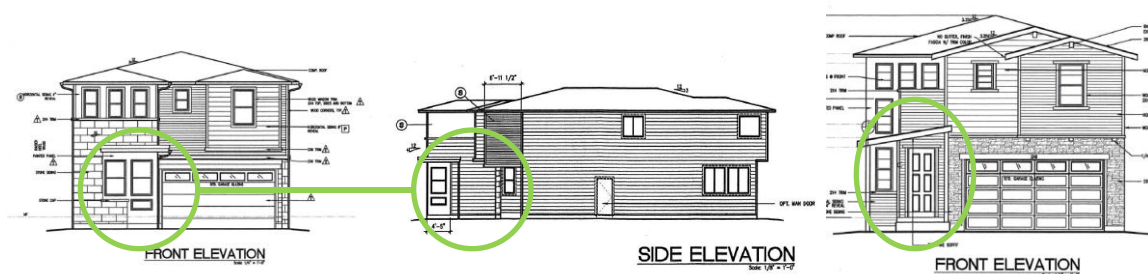
If this option is chosen, the applicant shall include a front/ side elevation for each home being compared within the Design Standards Compliance section of the site plan that clearly illustrates the enhancement/ differentiation of the entries.

Enhancement Examples

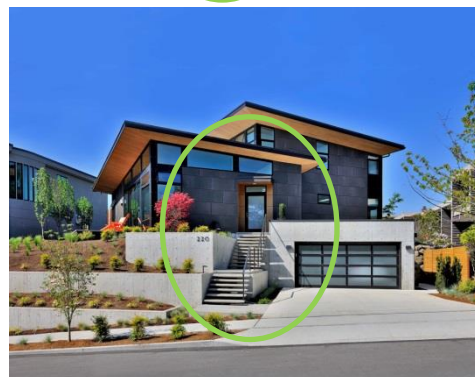


Integrated Main Entrance

Sled Roof Entrance



Differentiation Examples



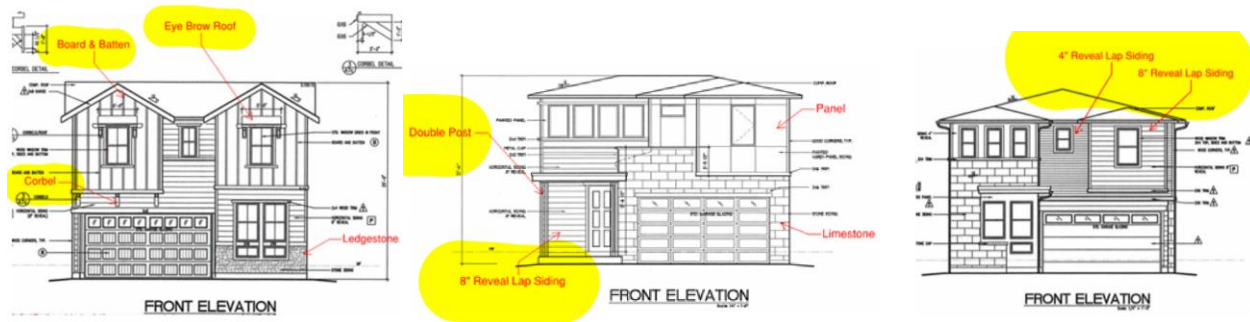
Variation in Building materials, Colors and Detailing

If this option is chosen, the applicant shall include a table for each home being compared within the Design Standards Compliance section of the site plan which shows and labels the materials and colors chosen.

Example of Table to be included within Design Standards Compliance Section for each home being compared:

Variation in Building Materials, Colors and Detailing	
Materials	
Color	
Detailing	

Example of detailing and materials below:



Façade Articulation and Modulation

If this option is chosen, the applicant shall include a front elevation for each home being compared within the Design Standards Compliance section of the site plan

- Staff must be able to clearly and easily determine **three** areas where the articulation/ modulation are varied from adjacent lots.
- If the three areas cannot be quickly, clearly and easily distinguished, the designs will be determined to be too similar to the lot for which it is being compared and therefore will be denied.

**Please note examples below do not necessarily comply with code in other design areas such as building orientation and are only for reference in the scale of difference required for façade modulation and articulation.*

Examples of modulation and articulation variations to adjacent homes:





Two Examples that do **NOT** meet the criteria are:

1. This set is missing the 3rd clear difference in articulation and modulation and would **NOT** be accepted



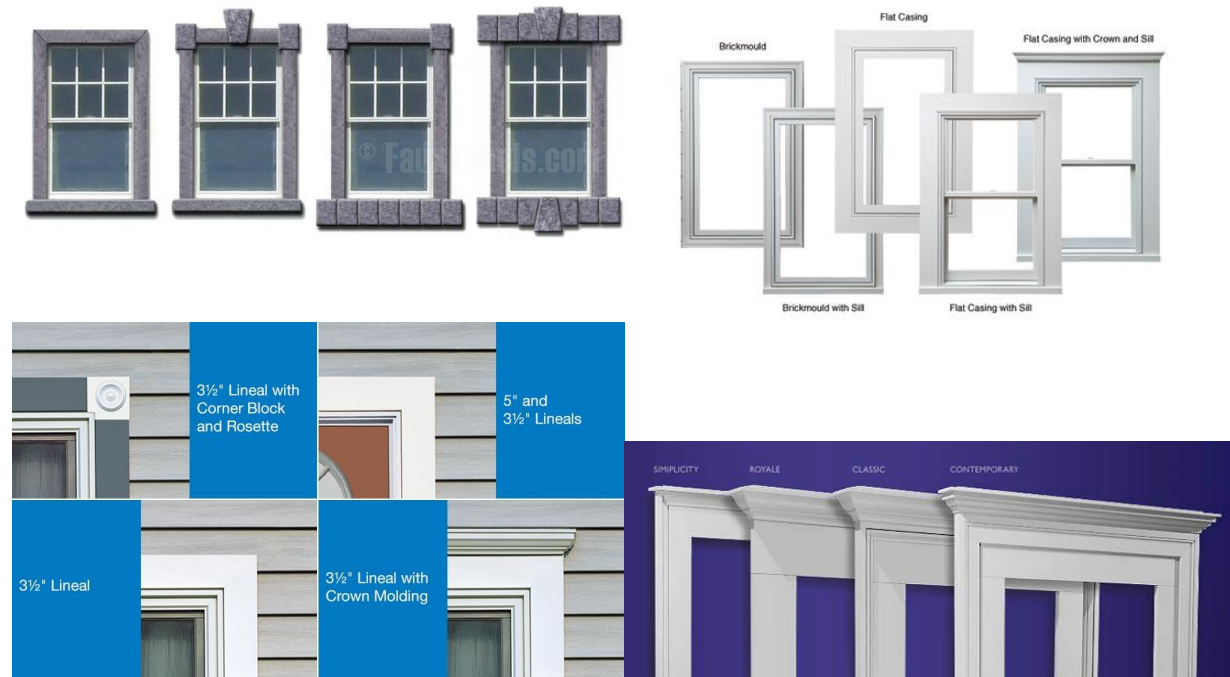
2. All three of the below be considered to have the same articulation and modulation and would **NOT** meet the criteria.



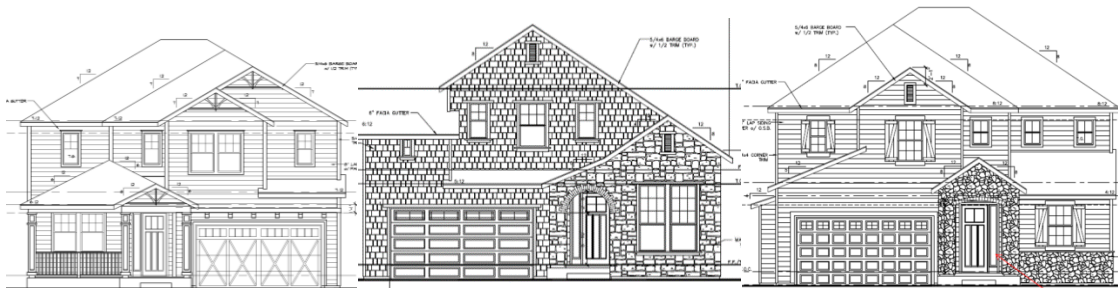
Visible Window Trim and Mullions

If this option is chosen, the applicant shall include a front/ side elevation for each home being compared within the Design Standards Compliance section of the site plan.

Examples:



Examples of Differentiation Between Window Grids and Mullions:



Revisions or Changes

To apply for a revision the applicant shall compile all required documents; notify Building Permit Lead and planner. Revisions may be submitted over the counter and via the portal online.

The following changes/ revisions may be approved over the counter same day or via portal within three business days without a resubmittal fee.

- Updates to façade and roof materials
- Updates to colors

All other changes shall be submitted via the E-Review Portal or at the front counter per the checklist below:

- ☐ A narrative listing changes
- ☐ Original Approved Documents with BLDG # on all of them.
- ☐ Modified Plans with all specific modifications clouded.
 - ☐ *For example, if the patio coverage/ dimension are changing the patio line on applicable tables shall be clouded and total, **not the entire table**. Additionally, Site Plan Map and relevant Architectural Plan Pages shall be revised and clouded.*
- ☐ Any changes to Design Variation items will require the applicant to show that all adjacent homes being compared that continue to meet comply with the variation standards.
 - ☐ *If an adjacent home being compared no longer meets variation compliance and has had a building permit approved or issued- revision approvals **will not** be issued until revisions for adjacent permits have also been submitted and reviewed for compliance.*

Inspection Process

Inspections are completed by staff once per week. You will be assigned a planner at the intake of the building permit as well as the day of the week (Monday or Thursday) your assigned planner completes inspections.

Any Inspection scheduled before the day of the week for which they complete field inspections will be completed the same week. Any inspection requested the day the planner is in the field through the end of the week, will be completed the following week.

Staff will update the status of your inspection and enter any notes or required corrections on the date of inspection.

Example: If your inspection is requested Sunday through Monday (**A**) of Week 1 below, it will be completed the Thursday of week 1. If your inspection is requested Thursday –Sunday (**B**) of Week 1, it will be completed the Thursday of week 2 and so on..

Thursday Inspection Option		S	M	T	W	TH	F	S
	Week 1	A	A	A	A	B	B	B
	Week 2	B	B	B	B	C	C	C

Monday Inspection Option		S	M	T	W	TH	F	S
	Week 1	A	B	B	B	B	B	B
	Week 2	B	C	C	C	C	C	C

"C" shows the continuation of process.